

Village of Brooklyn

P.O. Box 189 • 210 Commercial Street • Brooklyn, Wisconsin 53521
(608) 455-4201 • Fax: (608) 455-1385 • [E-mail: clerk@brooklynwi.gov](mailto:clerk@brooklynwi.gov)

Finance Committee Minutes April 9th 2014

The Finance Committee meeting was called to order at 2:04 P.M. by McNaughton. Committee members in attendance were John McNaughton and Nadine Walsten. Clerk Strause was present.

Approve committee minutes of 03/06/2014. Motion McNaughton, second Walsten.
Approved unanimously.

Clerk/Treasurer report. Items reviewed.

- a. League Mutual Insurance Conference April 10-11 is set.
- b. Office Closed May 19-22nd for IIMC Conference in Milwaukee. This is a Monday through Thursday. Notice will be put on the website.
- c. National Clerk's Week May 4-10th - Luncheon May 8th.
Luncheon will also now include information on election changes. Clerk's Office will be closed.
- d. Clerk Strause out of Office May 27-June 6th
- e. Simplified Rate Case. This relates to the Villages Water Utility Service rates. Due to the repairs and major expenses related to the well repair in 2013, the Rate of Return at .11% appears skewed as the rate of return in 2012 was 9.46% due to refinancing of our bond issue. The Village could apply for a Simplified Rate Case (SRC) because we are below 6.6%. The Committee recommends leaving the rates as is with no increase. Further review will be done when the 2014 PSC report is completed expecting a more stable Rate of Return.

TID#2 Audit – 30% DOR rule

- Strause explained DOR's rule for an audit when TID #2 reached 30% of its planned expenditures which was last November with costs at \$713,912.22. Our auditors, Johnson Block & Co. want to do the audit this year; however, no money was budgeted for a special TID #2 audit. DOR requires an audit be done within one year from the date of the 30% expenditures. However, Clerk Strause contacted DOR and asked if we could hold off on the audit until 2015. Their response indicated they do not issue any penalty or hold increment based on the 30% audit timeliness. Motion McNaughton, second Walsten to recommend to the Board that the Village budget an amount not to exceed \$2500 for the required audit to be completed in January 2015. Approved unanimously.

Request for address changes for all of S. Rutland switching odd & even numbers.

- Motion Walsten, second McNaughton to move to May 2014 meeting. Approved unanimously.

Land lease for cropping land in Business Complex

- Bids due April 9th, 2014. The George Bros. Farms has opted out of planting the Business Park land as they do not intend to plant any wheat for grass in 2014.

Monthly financial balance sheets and collateralization were reviewed. The Village is fully collateralized.

Summary of attorney and engineering fees was reviewed.

The monthly payroll overtime worksheet was reviewed.

The monthly invoice worksheet was reviewed.

Monthly bills were reviewed and will be presented to the Board at the April 14th, 2014 meeting.

- A Police Department bill was from the Shoe Box in Baraboo is being questioned. The bill was for a pair of Men's Jungle Moc Nubuck casual slip on shoes for \$75.60. As the chair assumes that casual shoes are not part of the official uniform, the committee is requesting an explanation and possible reimbursement to the Village. The Village has been reimbursed.
- A US Cellular bill for \$54.50, also for the Police Department needs attention. The bill is for a 5 Gig per month memory router/modem of some sort. Previously this bill averaged around \$20 per month. The usage of this memory was only some 30% at around .337. In addition the Clerk's office had a question regarding the billing and was told by US Cellular that only Chief Barger could inquire on the account. This is a Village bill and not a personal bill and the Village must be the primary on the account. The committee is requesting Chief Barger to remove his name as the primary contact and change it to the Village ASAP as well as provide information on the bill itself. This has been adjusted and corrected by Chief Barger.
- The Committee would also like an update on the purchase of the new computer for the Police Department. Previously, McNaughton had inquired at a board meeting if the Chief was getting bids for the computer and server and was told it was going to be purchased from a specific computer shop. The Village needs to insure that a proper bidding process is followed for the equipment and the Chair will pursue the matter at the Board meeting on March 10, 2014. As Public Works and the Clerk's office need computer upgrades, the committee suggests that ALL IT related items be combined for a minimum of 3 bids from providers.

Motion: McNaughton/Walsten to adjourn at 2:28 PM. Motion carried unanimously.